

2005 TRAINING SCHEDULE

REE

The Employee Development Section, REE Services Branch, Human Resources Division, is pleased to announce the 2005 Training Schedule for REE employees. The workshops offered this year fall into a variety of areas and are being presented in response to customer requests and are linked to organizational mission needs and strategic goals. All REE employees may attend free of cost (supervisory approval is required). **These workshops are being conducted at the George Washington Carver Center (GWCC) in Beltsville MD and the Waterfront Centre in Washington DC.**

COMMUNICATION

Conflict Management - This seminar provides an understanding of the cause of conflicts and communication techniques to aid in the presentation and resolution of those conflicts. Participants will learn about the Cooperative Resolution Program and its role to build communication and prevent conflicts from escalating in the workplace.

Date/Time: Mar 16 2005/9:00-12:00

Location: GWCC Room 3-1160

Date/Time: May 11 2005/9:00-12:00

Location: Waterfront Centre Room 1410

Tapping in the Creativity of Diversity - Can penguins and peacocks work together to solve problems? Come and find out how different birds worked together to keep the "wolves" away. This workshop explores how individuals can benefit from working and learning from each other. Participants will build an awareness of differences and similarities between groups and individuals and learn how to work comfortably with a wide variety of people.

Date/Time: Feb 16 2005/8:30-11:30

Location: GWCC Room 3-1160

Date/Time: Oct 12 2005/9:00-12

Location: Waterfront Centre Room 1410

Presentation Tips and Tools - This workshop will provide participants with general tips and guidelines for giving presentations. Information will be provided on planning and organizing a presentation, types of visual aids and techniques to overcome the fear of public speaking.

Date/Time: Mar 9 2005/8:30-12

Location: GWCC Room 3-1160

Date/Time: Apr 27 2005/8:30-12

Location: Waterfront Centre Room 1410

ORIENTATION

Metro Area New Employee Orientation – This orientation introduces new employees to the USDA organization and the missions of Research, Education, and Economics (REE). Presentations are conducted on the Cooperative Resolution Program, Safety, Employee Relations, Benefits, Ethics, EEO/Civil Rights, Workplace Violence, Employee Development, Performance Management, Awards, Workers' Compensation Program, Work/Life Programs, Pay and Leave, Employee Assistance Program, and the National Agricultural Library. Call Claudia Bush at (301) 504-1436 for class dates and scheduling.

Time: 8:30-3:30 Location: GWCC

Administrative and Financial Management (AFM) Workshop – The AFM Workshop will acquaint you with the various AFM functions. You will gain a better understanding of administrative processes and functional operations.

Date/Time: Nov 1-4 2005/8:30-4:00 Location: GWCC Room 3-1160

EXECUTIVE DEVELOPMENT

Senior Executive Service (SES) Year 2005 Forum Series – This program covers a wide-range of topics relevant to the major missions and programs of Federal Government departments and agencies. Forum objectives are to strengthen relationships among the senior executives across departments and agencies, identify resources for successful strategic leadership, assist with career and personal development, and improve leadership and communication skills. AFM has funded participation for senior level staff grades GS-14 and above. Call Anita Kopman at (301) 504-1428 for schedule information and location.

SELF-DEVELOPMENT

Insight Inventory - Do you see yourself as others see you? Do you want to learn how understanding yourself can help you communicate better with others? Attend this half-day workshop and gain insight into your personality strengths and how you behave in two different worlds: Work Environment and Home/Personal Life. Participants will complete the INSIGHT Inventory personality assessment instrument and discover how to build on personality strengths to effectively communicate and work in teams.

Date/Time: Jun 2 2005/9:00-12
Date/Time: Jun 8 2005/8:30-11:30

Location: Waterfront Centre Room 1410
Location: GWCC Room 3-1160

Tips and Techniques for Job Interviews - So you have an interview for a wonderful job! Now what? Come and learn about interview types, tips, and techniques that will help you prepare and feel confident at your next interview.

Date/Time: Mar 23 2005 /8:30-11:30 Location: GWCC Room 3-1160

CUSTOMER SERVICE

Fish! Philosophy - Participants will discover new ideas to provide remarkable customer service and improve teamwork. Come and learn four simple principles that are fundamental to satisfying work and delighted customers. Experience how play, be there, make their day, and choose your attitude can re-ignite your energy for work and life. Come join us for this inspirational and fun workshop. (A fishing license is not required!)

Date/Time: Oct 19 2005/8:30-11:30

Location: GWCC 3-1160

Date/Time: Dec 8 2005/9:00-12

Location: Waterfront Centre Room 1410

Sign Me Up!

To register for any of these offerings, contact Katrina Elliott in the Employee Development Section (EDS) at (301) 504-1476 or e-mail: trainingeds@ars.usda.gov.

Obtain approval from your supervisor before registering. Individuals with special needs should notify EDS when registering for class.

Cancellation?

If you have to cancel from a class, please call (301) 504-1476 no later than five workdays prior to the class start date; your cooperation is appreciated.

And That's Not All...

The Employee Development staff can assist you with the following to meet your individual division or workgroup needs; we can bring these sessions to you:

- ▣ REE SMART Center Overview (Anita Kopman)
- ▣ Interviewing Skills (Mary Silva)

- ▣ Career Planning (Sherell Brooks)
- ▣ Presentation Tips and Tools (Anita Kopman)
- ▣ Teambuilding (Mary Silva)
- ▣ Retirement Planning (unit funding required) (Anita Kopman)

Also...

Our REE SMART Center offers a wide variety of self-development resources for loan on audio and videocassettes, computer disks, and books. To access the catalog, visit our web site: www.afm.ars.usda.gov/smartcenter

Your Employee Development staff is waiting to hear from you.

Marianne Plumb, Head	(301) 504-1470
Toni Walls	504-1463
Mary Silva	504-1455
Donna Williams	504-1406
Sherell Brooks	504-1439
Kim McGregor	504-1458
Anita Kopman	504-1428
Claudia Bush	504-1436
Katrina Elliott	504-1476

Visit the Employee Development Section website:
www.afm.ars.usda.gov/hrd/empdev/